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**W.No.50**

**AMARAVATI, THURSDAY, JANUARY 12, 2023**

**G.2461**

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**PART I - NOTIFICATIONS BY GOVERNMENT, HEADS OF DEPARTMENTS  
AND OTHER OFFICERS**

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**NOTIFICATIONS BY GOVERNMENT**

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Office Procedure – Department for Women, Children, Differently Abled and Senior Citizens - Standing Orders (Delegation of Powers) under rule 16 (1) (a) of A.P. Business Rules, 2018 – Issued.

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DEPARTMENT FOR WOMEN, CHILDREN, DIFFERENTLY ABLED AND SENIOR CITIZENS  
(OP)

G.O.Rt.No.173,

Dated: 19.12.2022.

Read:-

G.O.Ms.No.81 of General Administration(Cabinet.II) Department,  
dt:24.08.2022

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ORDER:-

In terms of orders issued in the reference cited and under Rule 16 (1) (a) of the A.P. Business Rules 2018, the cases in the Department for Women, Children, Differently Abled and Senior Citizens shall disposed of as indicated in the Annexure to this Order.

2. Cases requiring circulation to Minister concerned, to Chief Minister or to the Governor under Business Rules and Secretariat instructions issued there under or under any statutory Law or Rules and regulations having the force of Law for the time being shall be circulated to the Ministers concerned. Chief Minister and or the Governor as the case may be, by the circulating authority.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUDDADA RAVI CHANDRA  
PRINCIPAL SECRETARY TO GOVERNMENT

To

All Officers in the Department.

All Sections in the Department.

Copy to:-

The General Administration (Cabinet.II) Department.

The PS to Hon'ble Minister for WCDA&SC.

The P.S to Prl. Secretary to Govt., Dept. for WCDA&SC.

All HoDs under the control of Dept. WCDA&SC

for information

SF/SC.

//FORWARDED : : BY ORDER//

  
SECTION OFFICER  


**ANNEXURE to G.O.Rt.No.173, Dept. for WCDA & SC (OP) Dept., Dated:19.12.2022**

Sl. No.	Sections	Subject	Type of Activity	Cate gory	Type of Dispos al	A.S. O/S .O	A.S	DS/JS/ Addl.Sec y	Secy/Pri .Secy	Minister
1	2	3	4	5	6	7	8	9	10	11
<b>1</b>	<b>OP</b>	Establishment matters of the staff i.e., TCAs, ASOs and. Class-III, IV and Outsourcing staff.	Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances, Tour programs, Transfer and Postings (other than SOS), LTCs. GPF, Medical reimbursement, TA & DA, claiming of salaries of officers and staff, Providing and maintenance of Vehicles/ hiring vehicles, RTI Matters, phones and News Papers bills, Stationary items not exceeding Rs.50,000/-.	<b>C</b>	O.O./ Memo/ G.O.	Initi atio n	Verificati on of Facts and Rules.	Approval	--	--
		SO/Assistant Secretary and above Officers.	Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances,	C	O.O./ Memo /G.O.	Initi atio n	Verific ation of Facts	Vetting, Scrutiny and indicatio	Approva l	--



			Tour programs, Transfer and Postings including SOs, LTCs. GPF, Medical reimbursement including relaxations of all staff, RTI Matters, Dept. Budget, Loans and Advances to all Categories of Staff, TA, DA, Pensionary benefits, Petitions and appeals, Permissions, Biometric, e-office, Systems and their maintenance.				and Rules.	n of options		
			Reimbursement of Medical claims in relaxation of rules in favour of individuals	A	G.O.	Initiation	-----	Verification of Facts and Rules.	-do-	Approval (after recommendation of the Standing Committee)
			Issuing reminders calling for reports, remarks etc., from HoDs/corporations/commission	C	Memo/ U. O./ Letter.	Initiation	Verification	Approval	---	---
		Coordination	All consolidated reports related to statutory reports of CAAG / PAC & RTI Reports /House Committee.	A	Memo/ Letter.	Initiation	Verification	Vetting/ Scrutiny	Approval	-
			RTI matters related with OP Section	C	Memo/ Letter	Initiation	Approval (PIO Level)	Approval (Appeal Level)		
2	Establishment	Service matters &	Transfer and Posting Orders	A	Memo/ G.O./	Initiation	-----	Verification, on,	Recommendation	Approval.

nt	Court Cases relating to the Director, Women Development and Child Welfare (i.e. Additional Directors/JD's /DD's and other employees Gazetted and Non Gazetted, Ministerial staff, Class-IV /LGS employees, Contingent, Contract, Daily Wages) of Non-Gazetted		Letter/ U.O. Note	n	Initiation	Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
	Seniority Issues	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
	Promotion in the cadre of Additional PD to Joint Directors / RJD etc.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
	Special Grade Scale Increments i.e. (6 Years), (12 years), (18 Years ) & (24 years), FAC	C	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation, Approval.	
	Reimbursement of Medical	A	Memo/	Initiation	Initiation	Approval	Recommendation	Approval.

		Claims in relaxation of rules in favour of individual.		G.O./ Letter/ U.O. Note	tion		, Vetting, Scrutiny. w.r.t. rules and indication of options	me ndation.	
		Compassionate appointment in relaxation Orders	A	Memo/ G.O./ Letter/ U.O. Note	Initi atio n	-----	Verificati on, Vetting, Scrutiny. w.r.t. rules and indication of options	Recom me ndation.	Approval.
		Disciplinary cases in Departmental Procedure laps.	A	Memo/ G.O./ Letter/ U.O. Note	Initi atio n	-----	Verificati on Vetting, Scrutiny. w.r.t. rules and indication of options	Recom me ndation.	Approval.
		Recruitment Notifications	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiati on	Verificati on Vetting, Scrutiny. w.r.t. rules and indication of options	Recom me ndation.	Approval.



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		Contingent, Contract, Daily Wages of WD & CW Dept.	All issues of Contingent, Contract, Daily Wages	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	rules and indication of options Verification on Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval
		All Vigilance Cases, Vigilance & Enforcement & ACB of all employees of the Director, WD & CW, the Director, DAT & SC, the Director, JW, CS & WSC and Disciplinary cases of WD & CW Dept., except Anganwadi workers & Helpers.	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers.  Sanction of Provisional Pension & Regularisation of suspension, dismissal period	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification on Vetting, Scrutiny	Approval	Approval.



		All service matters, disciplinary cases relating to the Gazetted employees of A.P. Women Cooperative Finance Corporation	All service matters, disciplinary cases relating to the Gazetted employees of A.P. Women Cooperative Finance Corporation	A	Letter/ G.O		Initiation	Verification, vetting and scrutiny w.r.to rules suggesting options/recommendations for relaxing of rules.	Approval	Approval
		RTI Matters related to concerned Establishment Section		C	O.O./ Memo/ G.O.	Initiation	Approval (PIO Level)	Approval (Appeal Level)		
3	Prog.I	Service Matters & Court Cases relating to the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children(i.e. Additional	Transfer and Posting Orders	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification, vetting, Scrutiny. w.r.t. rules and indication of options.	Recommendation.	Approval.

	Directors/JD's /DD's and other employees Gazetted and Non Gazetted, Ministerial staff, Class-IV / LGS employees, Contingent, Contract, Daily Wages) of Non-Gazetted.								
	Seniority Issues	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation	Approval.	
	Promotion in the cadre of Additional/ Joint Directors / DD etc.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation	Approval.	

			Special Grade Scale Increments i.e. (6 Years), (12 years), (18 Years ) & (24 years), FAC	C	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation, Approval.	
			Reimbursement of Medical Claims in relaxation of rules in favour of individual.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	----- -	Approval, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
			Compassionate appointment in relaxation Orders	A	Memo/ G.O./ Letter/ U.O. Note	- - -	Initiation	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation.	Approval.
			Disciplinary cases in Departmental Procedure laps.	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification, Vetting, Scrutiny. w.r.t. rules and indication of options	Recommendation	Approval.




			Letter/ U.O. Note	Initiation	-----	Vetting, Scrutiny. w.r.t. rules and indications of options	Recommendation.	
	Extension, Declaration of Probation of the Director, JW,CS & WSC employees.( JD / DD)	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification on Vetting, Scrutiny. w.r.t. rules and indications of options	Recommendation.	Approval
Contingent, Contract, Daily Wages of JW,CS & WSC	All issues of Contingent, Contract, Daily Wages	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification on Vetting, Scrutiny. w.r.t. rules and indications of options	Recommendation.	Approval
All Disciplinary cases <b>except</b> Vigilance Cases, Vigilance & Enforcement & ACB of all	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers.  Sanction of Provisional	A	Memo/ G.O./ Letter/ U.O. Note	Initiation	-----	Verification on Vetting, Scrutiny	Recommendation.	Approval.

	employees of the JW,CS & WSC and Disciplinary cases of Anganwadi workers & Helpers.	Pension & Regularisation of suspension , dismissal							
	Constitution of CWCS & JJB under Juvenile Justice(Care and Protection Act-2000)		A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
	Integrated Child Protection Scheme(ICPS )		C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
	Children Homes, Observation Homes, Special Cum Observation Home, Open Shelters		C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
	State Commission for Protection of Child		A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.



	Rights/(SCPCR ) related matters								
	Girl Child Protection Scheme(GCP S) and Bangaru thalli scheme ASOs for above schemes/Programmes	C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.	
	A.P. Society for Protection & Empowerment of Women and Children related matters	A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.	
	Issues related to orphanages and adoption issues	C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.	
	All the matters of Anganwadi Workers (AWWs) and Anganwadi Helpers	A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.	

		(AWHs)								
		ICDS, SABALA, IGMSY,KSY, YSR SAMPURNA POSHANA, SAMPURNA POSHANA PLUS,CRUTC HES, TRAINING AND SPECIAL NUTRITION PROGRAMME S, DAY CARE CENTRES , Cradle Baby Schemes and Women & Children related schemes and ASOs for the above Schemes/Pro grammes		C	Letter/ Memo/ G.O.	Initi atio n	-----	Verificati on, Vetting, Scrutiny	Recom me ndation	Approval.
		A.P. Nutrition Council, A.P.I.P, A.P. Foods related matters and		A	Letter/ Memo/ G.O.	Initi atio n	-----	Verificati on, Vetting, Scrutiny	Recom me ndation.	Approval.

		A.P. State Social Welfare Board	Appointment of Chairperson & members and Family Counciling Centres, State Board Establishment matters	A	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
		After Care Homes, National Award for Child Welfare, Exceptional Achievements and Rajiv Gandhi Manavseva		C	Letter/ Memo/ G.O.	Initiation	-----	Verification, Vetting, Scrutiny	Recommendation.	Approval.
		Legislative Matters	Issuing letters and memos calling for answers, submitting answers to APPLA and APPLC. (except Unstarred)	A	Letter/ Memo	Initiation	Verification	Vetting, Scrutiny	Vetting, Scrutiny	Approval
			submitting answers to APPLA and APPLC. (Unstarred)	B	Letter/ Memo U.O.No te	Initiation	-----	Verification	Vetting, Scrutiny	Approval
4.	Prog. II	RTI matters related to concerned Prog.I section	Received Applications and appeals	C	Letter/ Memo/ U.O.No te	Initiation	Approval (PIO Level)	Approval (Appeal Level)		
			DPC for the posts of Directors	A	Memo/ GO/Lr/ UO Note	-	-	Initiation	Recommendation	Approval
		Establishment of the O/o the Director, WDAT&SC, A.P., VJA	Transfer & Posting of Directors and Declaration of Probation etc.,	A	Memo/ GO/Lr/ UO	-	-	Initiation	Recommendation	Approval



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Spl. Gr. Increments/ Allowances etc., of the Directors/Dy. Directors.	C	Memo/ GO/Lr/ UO Note	-	Initiation	Verification & Scrutiny wrt Acts /Rules	Approval			
Transfer & Posting of Asst., Directors.	A	Memo/ GO/Lr/ UO Note	Initiation	----	Verification & Scrutiny wrt Acts /Rules	Approval			
Service matters of WDAT&SC establishment, Seniority Issues.	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts /Rules	Approval			
Disciplinary cases other than Vigilance/ACB/V&E against all employees of WDAT&SC establishment, Sanction of Provisional Pension & Regularisation of suspension, dismissal period	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts / Rules	Approval			
Amendment of Service Rules of WDAT&SC Dept.,	A	Memo/ GO/Lr/ UO Note	Initiation	Verification & Scrutiny	Recommendation	Approval			
Spl. Gr. Increments/ Allowances	C	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verification & Scrutiny wrt Acts/Rule	Approval			

	Schemes of the WDAT&SC Deptt.,	Scheme for Implementation of Persons with Disabilities Act (SIPDA): Proposals, Scrutiny.	C	Memo/ GO/Lr/ UO Note	-  Initiation	-----	Verification & Scrutiny w/t Acts/Rules	Approval	
		Accessible India Campaign (AIC): Proposals, Scrutiny	C	Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/t Acts/Rules	Approval	
		Sugamya Bharat Abhiyan	C	Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/t Acts/Rules	Approval	
		Deendayal Disabled Rehabilitation Scheme (DDRS): Proposals, Scrutiny	C	Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/t Acts/Rules	Approval	
		Rights of Persons with Disability Act (RPWDA)		Memo/ GO/Lr/ UO Note	Initiation	-----	Verification & Scrutiny w/t Acts/Rules	Approval	







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Ujjawala	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	
Victim Compensation	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	
State Homes/ Service Homes/ Collegiate Homes	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	
Working Women's Hostel	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	
Old Age Home	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	
Domestic Violence Cells	C	Memo/ GO/Lr/ UO	Initi atio	-----	Verificati on & Scrutiny	Approva l	

			Note	n		wrt Acts/Rule s		
	Compulsory Marriages Act, Domestic Violence Act & Sexual Harassment at Work place and POCSO Act, 2012	C	Memo/ GO/Lr/ UO Note	Initi atio n	-----	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	
AP Women's Commission	Appointment of Chairperson	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verificati on & Scrutiny wrt Acts/Rule s	Recom mendati on	Approval
	Appointment of Members	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verificati on & Scrutiny wrt Acts/Rule s	Recom mendati on	Approval
	All matters relating to the functioning of the Chairperson & Members	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	Approval
	Establishment of APWC	A	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	Approval



		Reports of APWC	C	Memo/ GO/Lr/ UO Note	- - -	Initiation	Verificati on & Scrutiny wrt Acts/Rule s	Approva l	
		Appointment of MD/ Leaves/ Other service matters.	A	Memo/ GO/Lr/ UO Note	- - -	----	Initiation	Recom mendati on	Approval
		Schemes of APWCFC	C	Memo/ GO/Lr/ UO Note	Initi atio n	Verificati on & Scrutiny	Scrutiny wrt rules	Approva l	
	APWCFC	Establishment matters of APWCFC	C	Memo/ GO/Lr/ UO Note	Initi atio n	Verificati on & Scrutiny	Scrutiny wrt rules	Approva l	
		Issuing letters and memos calling for answers, submitting answers to APLA and APLC(Starred).	A	Letter/ Memo	Initi atio n	Verific ation	Vetting, Scrutiny	Approva l	
	Legislative Matters	Submitting answers to APLA and APLC(Un starred).	B	Letter/ Memo/ U.O. Note	Initi atio n	-----	Verificati on	Vetting, Scrutiny	Approval

		RTI matters related to Prog. II Sections		C	Letter/ Memo/ U.O.No te	Initi atio n	Approval (PIO Level)	Approval (Appeal Level)		
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MUDDADA RAVI CHANDRA  
PRINCIPAL SECRETARY TO GOVERNMENT